COMNAVAIRPAC INSTRUCTION 1080.1A

Subj: INDIVIDUAL PERSONNEL TEMPO (ITEMPO)

Ref: (a) National Defense Authorization Act for FY 00
       (b) Diary Message Reporting System Manual (DMRS)
       (c) ITEMPO User's Manual
       (d) PACADMIN 009/01

Encl: (1) ITEMPO Muster Report
       (2) ITEMPO Types and Logic

1. Purpose. To establish policy and procedures to implement Navy's ITEMPO Program for AIRPAC Staff personnel. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRPACINST 1080.1

3. Background. Reference (a) requires the Secretary of the Navy to establish a system for tracking and recording the number of days that each Sailor is deployed effective 1 October 2000. It also requires the first flag officer in the Sailor's chain of command to:

    a. Manage the subsequent deployment of any Sailor who exceeds 182 deployed days out of the 365 preceding days.

    b. Ensure that the Sailor is not deployed, or continued in a deployment, on any day which the total number of days on which the Sailor has been deployed out of the preceding 365 days would exceed 220 unless a Flag officer in the Sailor's chain of command approves the deployment, or continued deployment, of the Sailor. The Flag officer that previously approved the member to exceed the 182 day ITEMPO gate cannot approve the Sailor's 220 day ITEMPO gate. High deployment pay begins on day 401 of a rolling 730 day calendar.

The legislation also authorizes the Secretary of the Navy to suspend the applicability of this section to a Sailor or any group of Sailors under the Secretary's jurisdiction when the Secretary determines that such a waiver is necessary in the national security interests of the United States.

4. Responsibilities

    a. Assistant Chiefs of Staff/Special Assistants with Navy personnel assigned are responsible for:

        (1) Proper accounting and daily submission of ITEMPO Muster (Enclosure (1)) to Staff Personnel. Negative inputs are required.

        (2) Track, update and monitor the ITEMPO status of all Navy personnel assigned to his/her department.

        (3) Requesting approval from the Commander, Naval Air Force, U.S. Pacific Fleet on personnel expected to exceed the 182-day ITEMPO deployment gates.

(4) Requesting approval from Commander in Chief, U.S. Pacific Fleet via Commander, Naval Air Force, U.S. Pacific Fleet, on personnel expected to exceed the 220-day ITEMPO gate.

b. Flag Administration is responsible for:

(1) Ensuring that a DMRS messages are submitted per references (b) and (c), to report any ITEMPO deployment and non-deployment days.

(2) Provide to the ACOS/Special Assistants the monthly ITEMPO status reports. Report will list a member's cumulative ITEMPO deployment days counter and a member's cumulative non-deployment days counter. Additionally, the remarks block of the monthly Leave and Earnings Statement (LES) will display a member's ITEMPO deployment days counter.

(3) Maintain documentation of any Flag level approvals for AIRPAC assigned personnel and all departmental ITEMPO muster reports for a period of three years.

5. Policy

a. Types of ITEMPO Events. There are two types of ITEMPO events, deployment and non-deployment. Enclosure (2) is provided to assist in the determination of deployment and non-deployment days. A deployment day begins on one day and ends on another. A deployment day does not require being away from homeport for a full 24 hours. In **ALL** instances, the day of return will **NOT** count as a deployment day.

b. Reporting Events. Both deployment and non-deployment events must be reported. The reporting of an ITEMPO event begins with two assumptions:

- Every Sailor is in his/her homeport or it's local area

- Every Sailor can return to his/her civilian residence (if not residing aboard ship).

Any deviance from these assumptions will require an ITEMPO reporting event.

c. Flag Approval Process. Reference (d) sets forth policy guidance in requesting flag level approval for Sailor(s) anticipated to exceed the ITEMPO gates. To ensure sufficient processing time to receive a decision by Commander, Naval Air Force, U.S. Pacific Fleet before the 182—day gate arrives, ACOS/Special Assistants will submit approval requests via the Chief of Staff on any personnel with 120 deployment days counter and who are expected to exceed the 182 day gate in the future with the following information:

(1) Name, SSN, and accrued deployment days of the Sailor(s), job title of the Sailor

(2) Job title of the Sailor

(3) The anticipated deployment period(s) which would cause member(s) to exceed ITEMPO deployment gates

(4) Justification why the member must be deployed beyond the 182-day gate.

The same information will be required for requesting Flag level approval for any Sailor(s) approaching the 220-day gate. Requests should be submitted to Commander, U.S. Pacific Fleet via Commander, Naval Air Force, U.S. Pacific Fleet, once a member reaches the 160 deployment days counter and is expected to exceed the 220 day gate.

                                    /s/
                              T. J. KILCLINE
                              Chief of Staff

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